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ABSTRACT

The 1972 edition of the Troy State University's Faculty Handbook outlines the procedures, policies and regulations regarding the administrative organization of the university; the faculty committees; personnel policies; fiscal policies and business procedures; academic procedures; special aids to teaching and research; student affairs services; faculty privileges and responsibilities; and non-obligatory services and opportunities available to the faculty. An organization chart is also provided. (JMF)

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A Handbook of Policies, Procedures & Regulations

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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TROY STATE UNIVERSITY
Troy, Alabama

JUNE, 1972

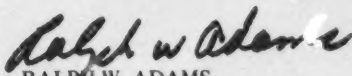
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Copies of this Handbook are available in
the office of the Academic Vice-President,
Troy State University
Troy, Alabama, 36081.

PREFACE

This handbook provides basic information about Troy State University. Its primary purpose is to orient new faculty members regarding services and practices of the University and to help established members keep up to date regarding educational and administrative policies. It should be kept readily available for reference.

No attempt has been made to duplicate information in the University Bulletin. Faculty members are encouraged to review this important annual publication which presents the history, purposes, and objectives of the institution; describes academic organization and student services; sets forth admission and retention policies, and outlines the undergraduate curriculum. Information regarding the graduate program is found in the *Graduate Bulletin* also issued annually.


RALPH W. ADAMS
President

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PART I

Administrative Organization of the University

GENERAL ADMINISTRATION

BOARD OF TRUSTEES: Troy State University operates under a Board of Trustees consisting of the Governor of the State, the State Superintendent of Education and nine members appointed by the governor. Their names and terms of office can be found in the current *University Bulletin*.

THE PRESIDENT: The University President is the chief administrative official and acts as liaison officer between the Board of Trustees and the faculty, representing each organization when he appears before the other. He is guided in the operation of the University by the regulations, resolutions and policies of the Board of Trustees and by state laws which apply to both the Board and the University.

MAJOR ADMINISTRATIVE DIVISIONS

Administratively, the University is organized into three major divisions: Academic Affairs, Finance, and Student Affairs. The administrator who heads each division is responsible directly to the president, as are the Director of University Relations, the Executive Secretary of the University Foundation, the Director of Contracts and Grants, and (through the Athletic Policy Committee) the Athletic Director. An organizational chart appears on the last page of this handbook.

THE VICE-PRESIDENT FOR ACADEMIC AFFAIRS has general responsibility for the administration of the academic program of the University, reporting directly to the President in matters relating to instruction. He is the chief educational officer of the University and is concerned with all phases of the instructional program.

In conjunction with those concerned, some of his responsibilities include preparation of the academic budget; coordination and direction of branch and extension programs; preparation of various reports required by accrediting agencies; assistance with the organization of registration processes; supervision and direction of faculty recruitment, retention and advancement; recommendation of instructional committee appointments; preparation of the schedule of courses; supervision and preparation of the University catalog; coordination and direction of studies related to faculty needs, achievement, curriculum, instruction and other related matters.

Currently the following persons report to the Academic Vice-President:

- Dean of the College of Arts and Sciences
- Dean of the School of Business
- Dean of the School of Education
- Dean of the School of Fine Arts
- Dean of the School of Journalism
- Dean of the School of Nursing
- Director of the Graduate Division
- Librarian
- Registrar
- Vice President of Fort Rucker Branch
- Vice President of Montgomery Branch

THE BUSINESS MANAGER is the chief business and financial officer of the University. The principal divisions under his supervision are the Business Office, the Physical Plant Department, Data Processing, the Dining Halls, Bookstore, Student Center Food Service, and the Post Office.

THE DEAN OF STUDENT AFFAIRS has the responsibility of coordinating and directing all student activities and services including: Counseling, Admissions and Recruitment, Health, Placement, Financial aid, Housing and Conference services; Student Publications, Student Affairs research, Student conduct, and Campus Security.

OTHER ADMINISTRATIVE AREAS

ACADEMIC COLLEGES AND SCHOOLS: The Deans of the six colleges and schools are the chief administrators of their respective academic programs. The Academic Vice-President, the Vice Presidents of the two Branches, and the Academic Deans constitute the Academic Council of the University.

ACCOUNTING: The comptroller supervises the accounting system of the University and is the collector of student accounts.

ADMISSIONS: The Director of Admissions carries out specific policies set by the Admissions Committee, and handles all other general matters related to the admission of new students.

ATHLETICS: The Athletic Director is responsible for the administration of all varsity sports. These include football, basketball, baseball, track, cross-country, golf, wrestling and tennis. He operates under policies established by the University Athletic Policy Committee composed of administrators, faculty and students.

BRANCHES: The Branch Vice Presidents have general administrative supervision of the University's degree granting branches located at Fort Rucker, Alabama, and Montgomery, Alabama. They are responsible for all phases of the branch operations.

CONTRACTS AND GRANTS: The Office of Contracts and Grants coordinates all applications relating to the acquisition of federal and private funds for the University. It is also a function of this office to provide information and assistance to faculty and staff in the preparation or support of various proposals or programs.

DEPARTMENT CHAIRMEN: Department chairmen work with the Academic Dean and the Academic Vice-President in recruiting faculty members and in making recommendations regarding their retention and advancement. They are responsible for the preparation of class schedules and teaching schedules. In conjunction with their staff, they plan curricular and instructional revisions, and coordinate activities. Chairmen are appointed by the President. The chairmanship may be rotated among members of the department at the discretion of the President.

GRADUATE DIVISION: The Director of the Graduate Division administers the program of graduate studies.

HEALTH SERVICES: The Director of University Health Services is a registered nurse who supervises the operation of the University Health Center.

HOUSING AND CONFERENCE SERVICES: The Director of University Housing and Conference Services makes arrangements

for conferences and workshops held on the campus. He also processes all housing applications.

LIBRARY: The Librarian is chief administrator of the University Educational Resources Center and its branches which combine traditional library services with educational media. He is also Director of the TSU Press.

PHYSICAL PLANT: The Director of Physical Plant is responsible for maintenance of the physical plant and arrangements for physical space.

PLACEMENT SERVICES: The Director of Placement Services keeps records of Troy graduates, and handles matters relating to their employment.

REGISTRAR: The Registrar is the custodian of all academic records and handles all matters related to students desiring re-admission to the University. He also serves as Chairman of the Graduation Committee and administers policies relating to teacher certification.

STUDENT ACTIVITIES — ALUMNI AFFAIRS: The Director of Student Activities and Alumni Affairs is advisor to the Student Government Association and the Interfraternity Council. He coordinates the activities of all student organizations on the campus.

STUDENT FINANCIAL AID: The Director of Financial Aid coordinates all activities related to financial aid of students.

UNIVERSITY FOUNDATION: The Executive Secretary of the Troy State University Foundation receives and administers funds and other assets given to the University. He encourages gifts, grants, devises and bequests to the Institution.

UNIVERSITY RELATIONS: The Director of University Relations coordinates public relations and publicity.

PART 2

Faculty Committees

COMMITTEE ORGANIZATION AND FUNCTION: Standing and ad hoc committees play an important role in the organization of the University and in the conduct of its business. Committee appointments are made by the President upon recommendation of the Academic Vice-President. Committee chairmen and committee members are granted full voting rights. Committees may meet on a regular or called basis. The University Catalog lists the current appointments to standing committees. The function of each is as follows:

ACADEMIC COUNCIL: This council is concerned with all phases of the academic program, such as long range planning, curriculum development, and policy decisions. It is composed of the Academic Vice-President, the Academic Deans, and the Vice Presidents of the two Branches. The Registrar and Librarian serve as ex-officio members when the council considers curriculum changes.

ADMINISTRATIVE COUNCIL: This council meets with the President once each month and is on call to keep him informed on current developments and to advise him on matters of general concern to the University. It is composed of the following administrators: President, Academic Vice-President, Academic Deans, Branch Directors, Business Manager, Dean of Students, Director of Admissions, Director of Student Activities and Alumni Affairs, Director of University Relations, Executive Secretary of University Foundation, Librarian, Registrar, Student Government President, and Director of Physical Plant.

ADMISSIONS: This committee establishes and reviews admission policies.

ALL UNIVERSITY COUNCIL ON TEACHER EDUCATION: This Council provides for university-wide participation in formulating and recommending policies for teacher education. The Council reviews policies and practices of all phases of the

teacher education program, and conducts studies for its improvement.

ALUMNI RELATIONS: This committee works with the Alumni Association, promotes homecoming activities, and plans social functions for alumni and friends of the University during the annual convention of the Alabama Education Association.

ATHLETIC POLICY: This committee establishes and enforces policies concerning athletic schedules, traveling parties, eligibility of players and other related matters. The Athletic Director reports to the President through this committee.

CURRICULUM: Each College and School has its own curriculum committee which is responsible for studying and recommending modifications in the curriculum. Committee actions are referred to the Academic Council for further study and recommendations which, in turn, are submitted to the President of the University and are subject to his approval.

EDUCATIONAL RESOURCES: This committee serves in an advisory capacity to the Director of the Library. Its members are appointed to reflect the broad major subject areas represented in teaching and research.

EXECUTIVE: This committee serves in an advisory capacity with respect to administrative policies and decisions about which the President may ask for committee recommendation. It also serves to keep the President aware of developments within the three major divisions of the University. The President, Academic Vice-President, Business Manager, and Dean of Student Affairs comprise the committee.

FACULTY COURTESY: This committee administers the faculty courtesy fund and is responsible for sending remembrances or condolences as necessary.

FACULTY PERSONNEL ADVISORY: This committee, established by a resolution of the Board of Trustees, is empowered to conduct hearings on faculty grievances and such other faculty personnel matters as may be referred to it by the President.

FINANCIAL AID: This committee establishes policy and works closely with the Director of Financial Aid.

FOOD SERVICE: This committee advises in matters related to university food service.

GENERAL STUDIES: This committee has the responsibility for continuous review and evaluation of the University's general studies program. It recommends program modifications and additions, consults departmental chairmen regarding specific courses and advises the administration relative to long-range planning for general education.

GRADUATE COUNCIL: This council establishes policy and approves curricular changes.

GRADUATION PLANNING: This committee is responsible for all planning with respect to the graduation ceremonies of the University.

INSURANCE: This committee makes studies and recommends policy with respect to faculty insurance and annuities.

LYCEUM AND ASSEMBLY: This committee schedules outstanding artists and other talent for programs presented to students and faculty.

OFFICE AND SPACE ASSIGNMENT: This committee assigns space for offices, classrooms, or other purposes.

REGISTRATION: This committee is responsible for setting policies and making arrangements for the registration of students at the beginning of each quarter.

SCHEDULES: This committee sets guidelines for scheduling of courses and reviews departmental schedules prior to their issuance. It attempts to prevent schedule conflict between required courses, and to distribute equally the course offerings throughout the day.

STUDENT AFFAIRS: This committee develops and enforces policies governing various student organizations and affairs. Discipline cases of a serious nature are referred to this committee.

STUDENT PUBLICATIONS BOARD: Troy State University publishes three publications for its student body: *The Tropiclan*, *The Palladium*, and *The Oracle*. The Dean of Student Affairs is Chairman of this board which sets policies and reviews practices as they relate to the above publications.

TROY STATE UNIVERSITY PRESS: This committee serves to determine press scope and limitation guidelines in respect to copyrights, royalties, distribution quantities, sales, promotion, and other administrative, financial, legal and technical factors related to TSU Press publications.

WRITING AND RESEARCH: This committee receives creative and scholarly manuscripts prepared by students and faculty. It is responsible for editorial correctness, and worthiness of publication.

PART 3

Personnel Policies

APPOINTMENT: Primary responsibility for faculty recruitment rests on the Department Head, the Academic Dean, the Academic Vice-President and the President. These administrators work cooperatively in attempting to locate the best possible candidates. The University has a standard application blank upon which candidates for positions are asked to provide basic data and to list references. Candidates are first evaluated on the basis of information they provide. When the most promising candidates have been selected, their references are contacted through correspondence or, more commonly, by telephone. The outstanding candidates are then invited to the campus for interviews with staff members, the department Head, the Academic Dean, the Academic Vice-President and the President. When a candidate has been selected, he receives a contract from the President which he is asked to sign and return within a specified period (usually 15 days after the date of the contract).

The University budgets funds to pay actual expenses incurred by invited candidates. Deans apply to the Academic Vice-President for authorization for travel funds and should invite the candidate (for interviews at University expense) only after written authorization has been received. Expenses covered include economy flight air travel, meals and lodging of the candidate. Any expense incurred by other than the candidate will not be assumed by the University.

Faculty members employed at Troy State University are designated in one of the three following appointment categories:

PERMANENT: Those whose scholarly and professional qualifications indicate they merit permanency once they have completed the probationary period necessary for tenured status.

TEMPORARY: Those whose services are required for a specific period of up to one full academic year or less. **NOTE:** Temporary

faculty are not eligible for rank, promotion, tenure, or fringe benefits.

INDEFINITE: Those whose services are needed for an unspecified period of more than one full academic year. Their rank is determined by their qualifications, experience, and responsibilities. They enjoy the same privileges and fringe benefits as the permanent faculty with the exception that they are not eligible for tenure. Indefinite appointments are made in cases where:

- a. the position filled is one of indefinite length or,
- b. the person filling a position is deemed the best candidate available until a more fully qualified candidate can be employed for the position.

All indefinite appointments continued beyond three consecutive years are reviewed annually by the Department Chairmen, the Academic Deans, the Academic Vice-President and the President. A faculty member on indefinite appointment may appeal his continued appointment in this status if he feels he is entitled to be changed to permanent status; however, such appeal must be made through established line channels to the President.

ACADEMIC RANK: The University follows the ranking system found in the majority of American institutions of higher learning. The minimum qualifications for the attainment of each rank are as follows:

INSTRUCTOR

A masters degree in the field of teaching. Most instructors are expected to have some work above the M.A.

ASSISTANT PROFESSOR

A minimum of one full year above the masters degree (most expected to have work above minimum). Normally three years of successful college teaching and/or research expected.

ASSOCIATE PROFESSOR

Doctorate or highest degree normally earned in his field, or doctorate certified in last stages of completion. Normally

five years of successful college teaching and/or research expected. Shows promise of achieving some prominence in his field.

PROFESSOR

Doctorate or highest degree normally earned in his field. High professional status. Well regarded by colleagues and distinguished by teaching and scholarly ability.

As a general policy, faculty members are not placed in the upper ranks (associate professor or professor) until they have completed two or more years of teaching at Troy State University. Faculty members are expected to use the faculty rank assigned to them in all correspondence and publicity releases. They should not assume titles not assigned to them in writing by the administration.

TEACHING ON-CAMPUS

I. Full Time:

- a. *Academic Year:* It is University policy to employ the faculty on a ten-month basis for the academic year of 34 weeks of classes. The normal teaching load is 12-15 hours per week. This load may be reduced for special assignments or for duties not usually associated with classroom teaching.
- b. *Summer Session:* Summer session employment is offered a number of faculty members for which they are paid two additional months' salary at the same monthly rate as the academic year. Thus, the faculty member receives one-fifth of his academic year salary for teaching nine weeks during the summer. Since summer teaching is optional with the teacher, he should inform his department head if he desires to participate. As the summer enrollment is considerably lower than that of the regular session, only a limited number of faculty members are used. The selection of summer faculty is based on the qualifications needed for the courses offered.

2. *Part-Time:* Part-time instructional personnel are paid at a quarterly rate equal to one-fourth of the twelve months salary paid to full-time persons of equal academic training and experience. This salary is paid for the time actually taught and is adjusted to the fraction of a full teaching load the instructor is assigned.

TEACHING OFF-CAMPUS: A small number of faculty members are employed to teach courses at the Fort Rucker and Maxwell Field Branches and occasionally in extension classes. This teaching is optional with the faculty member. Employment is offered by the Branch Director with the approval of department heads. Staff members receive a salary of \$150 per credit hour per quarter for undergraduate courses and \$175 per credit hour per quarter for graduate courses. A faculty member may teach only one course during a given quarter and may teach only during alternate quarters.

PROMOTION: Promotion in rank is not automatic. The Academic Vice-President, Academic Deans, and Department Chairmen make annual studies of the distribution of the faculty among various ranks, and of the qualifications of faculty members. These studies are reviewed during conferences between the Academic Vice-President, the Academic Deans, and the Department Chairmen as a basis of recommendations to the President regarding promotion.

Factors considered for promotion include teaching experience, research and scholarly activities, recognized leadership in his teaching field, contributions to student life, and extent of benefit to the internal life of the University. Length of service and community spirit may also have some bearing on promotional decisions. Faculty informational files are maintained in the office of the Academic Vice-President; however, faculty members are expected to keep their records current.

CONTRACTS: It is the policy of the University to send out contracts as early in the calendar year as possible. Tenure faculty members receive letters indicating their salary for the following year. Non-tenure faculty members receive three copies of standard contracts one of which they retain for their records; all copies are signed by the President and the faculty member concerned. All contracts should be returned to the administration within fifteen days of the date of the contract.

TENURE AND DISCONTINUANCE OF SERVICE: Tenure is granted to experienced faculty members to insure their continuance in academic positions unless adequate cause is presented for dismissal. The following policies have been adopted by the Troy State University Board of Trustees:

1. Tenure shall be granted only to faculty members on permanent appointment above the rank of Instructor.
2. Tenure shall not be granted for administrative positions. However, a faculty member appointed to an administrative

position does not lose his tenure as a faculty member as a result of such an appointment.

3. The probationary period for a faculty member shall not exceed seven years, including full-time service in all institutions of higher education. This is conditioned by the provision that upon his appointment to Troy State University he may be required to serve a probationary period of a maximum of three years before tenure is granted, even though the total service in higher education may then exceed seven years.
4. Faculty members shall be notified in writing when tenure is granted and a copy of the notice shall become a part of his permanent personnel file at the University.
5. Notice of intention not to reappoint a faculty member must be given in writing by January 15 of any year of his probationary period, except in very unusual circumstances.
6. The event of evident financial difficulties, the phasing out of institutional programs, or decreases in enrollments of students which necessitate the reduction of the teaching faculty may lead to exceptions in these tenure positions.
7. A tenured faculty member may be dismissed for good cause shown. Good cause shall include, but is not necessarily limited to, professional incompetence, moral turpitude, or gross neglect of professional duties.
8. Tenured faculty members proposed to be dismissed for cause shall be notified in writing of such cause or causes as noted in paragraphs 5, and 6 or 7 above. The faculty member, in turn, shall respond in writing within ten days or receipt by him of such notice if he wishes a hearing. He shall then have the opportunity of a hearing before the Personnel Advisory Committee, such hearing to be held no sooner than twenty days from the date of his receipt of notice of proposed dismissal. If no written response to the notice of proposed dismissal is received within ten days of such faculty member's receipt thereof, or if his response indicates a hearing is not desired, then the dismissal shall become final.

HEARINGS:

1. The hearing referred to in paragraph 8 of the preceding section shall be held before a Faculty Personnel Advisory Committee, a

permanent committee to be composed of five members appointed by the President. Such committee is also empowered to conduct hearings on such other grievances regarding faculty personnel matters as may be referred to it by the President. Where any of the permanent members of the Faculty Personnel Advisory Committee have been previously involved in the matter to be heard, or are otherwise subject to challenge for cause, the President shall appoint substitute members for that case only.

2. The Faculty Personnel Advisory Committee will not be bound by strict legal rules of evidence but may admit any evidence which is of probative value in determining the issues involved. The faculty member will be permitted an academic advisor or counsel of his own choice, at his expense, and will be afforded an opportunity to present witnesses and documentary evidence bearing on the issues involved.
3. Hearings shall be public or private, as determined by the Faculty Personnel Advisory Committee after consultation with the President and the faculty member involved; however, public statements and publicity about the case are to be avoided by both the faculty member and by administrative officials, so that the atmosphere conducive to a fair and impartial hearing may be maintained.
4. Based upon the evidence heard, the Faculty Personnel Advisory Committee will make such recommendations to the President as it deems appropriate in the case.

SALARY SCHEDULE: Salary is determined by appropriations and fees available to the institution. The University bases salary on a schedule the basic principles of which were proposed by a faculty committee. This scale includes the following provisions:

FULL-TIME PERSONNEL:

BASE SALARY

The base salary is the minimum salary based on faculty rank and academic preparation.

INCREMENTS

1. *For Experience:* Added to the base is an increment of \$100 per year for college teaching experience up to a maximum of eight years. Credit may be earned for elementary or

secondary teaching at one-half value up to a total of four years.

2. *For Performance:* As in most institutions, the salary (for a given rank and academic training) varies with individuals, depending upon performance as rated by department heads and other officers of the administration. Increments up to a maximum of ten percent of the base salary may be added for recognized superior performance as a faculty member. Factors considered here are the same as those listed earlier under "Promotion."
3. *For Specialization:* An additional increment may be added in the case of individuals in certain highly specialized teaching fields in which it is extremely difficult to find qualified personnel. This special increment is usually limited to a maximum of ten percent of the base salary.

TRAVEL: Travel funds are budgeted to academic departments and are under the immediate administration of the Department Chairman. Out-of-state travel requests must be submitted at least one week prior to the trip. Necessary and reasonable expenses are paid for out-of-state travel. (See paragraph 3 below). Travel within the State of Alabama is limited to a per diem of \$15 per twenty-four hour period. For six to twelve hours of absence up to \$2.75 is allowable. For twelve hours, but not overnight, up to \$6.50 is allowable. No reimbursement is made for an absence of six hours or less. New faculty are advised to consult with their Department Chairman prior to travel so that State and University policies are fully understood. The Secretary in the Office of the Business Manager will assist faculty in making plane reservations and other details.

In order to assist Departmental Chairmen to assign travel funds in an equitable manner, the University has adopted the following policies:

1. Normally first priority for out-of-state travel will be given faculty members who have been at the University for at least one year and who hold one of the professional ranks. This does not preclude the possible granting of travel funds to persons who do not have these qualifications.
2. As a general policy, only one out-of-state travel allotment will be assigned a faculty member during alternate academic years. Exceptions would be for persons who have leadership roles in professional associations of national significance and who, by virtue of such roles, may justify additional allotments.

3. Normally per diem expenses will be allowed for only three full days of out-of-state meetings. Exceptions must be approved in writing in advance by the Academic Vice-President. The University will pay reasonable and necessary actual expenses for meals, lodging, registration, etc., up to a maximum of \$25 for a twenty-four hour period. Waiver of this limitation is permitted only in exceptional cases and when approved in advance of the trip.
4. Except in unusual circumstances, approval for out-of-state travel will not be given if it involves a faculty member missing more than three days of campus assignments. Exceptions must be approved in writing in advance by the Academic Vice-President.
5. Travel should be at the most economical rate, and receipts must be presented for plane, train, or bus fares, parking lot charges, registration fees and any item of an unusual nature. Telephone calls must be explained to show the party called and the reason for the call.
6. Travel allowances cannot exceed ten cents per mile within the State. Normal automobile mileage will not be paid for trips outside the State unless more than one individual is involved and it can be shown that such travel will not appreciably increase the time the individual must be away from his campus duties. Time of departure and return and odometer readings must be shown on the expense account form.
7. Expenses incurred for lodging must be supported by a receipt. If members of the family accompany the faculty member, the motel clerk should be requested to note the single room rate on the receipt. Otherwise one-half the cost of the room will be paid by the University.
8. Whenever available, the University automobiles must be used for official travel. These are scheduled through the office of the Business Manager.
9. Since University travel funds are budgeted for the advantage of the University, faculty members who have resigned effective at the end of the year are not usually approved for travel expenses.

VACATION AND OTHER LEAVE BENEFITS:

HOLIDAYS: The official University holidays are listed in the calendar for the year which appears in the University Bulletin.

SICK LEAVE: The University makes every effort to provide leave-with-pay for teachers incapacitated by sickness. In cases of extended illness each case is evaluated on its merit, with length of employment being the major factor. Disability insurance is provided for all teachers at University expense after the first year of employment.

MATERNITY LEAVE: Expectant mothers who hold permanent appointments may be granted a leave-of-absence without pay for a period up to six months. They will be expected to stop working at least two months prior to the anticipated delivery date and to return not sooner than six weeks after the baby's arrival. Applications for maternity leave should be made as early as possible and require approval of the Department Chairman, the Academic Dean, and the Academic Vice President. Maternity leave for teaching faculty will begin, if possible, at the start of an academic quarter.

EDUCATIONAL MEETINGS AND OTHER ABSENCES: The University policy is to provide days with pay for attendance at educational meetings, acute illness in family, jury duty, and the like. For educational meetings, absence requests should be made to Department Chairmen at least one week in advance, and for other causes as soon as possible.

PART 4

Fiscal Policies & Business Procedures

PAY DAYS: Salary checks may be picked up in the business office on the last calendar day of each month. If the last day of the month falls on Saturday or Sunday, salary checks will be available on Friday. Faculty members on nine-month contracts will have their contract salary paid in ten installments: September 30th — June 30th. Faculty members on twelve-month contracts will be paid in twelve installments: September 30th — August 31st. It is essential that new faculty complete payroll forms early in September. In the event these forms (usually mailed to the home address) are not received, they should be requested, completed and returned to the business office no later than September 20th.

PAYROLL DEDUCTIONS: Faculty are automatically members of the federal Social Security System and the Alabama Teacher Retirement System. Current social security deduction is 5.2% for the first \$9000 of salary. Teacher retirement deduction is 4% on total earnings, which is matched by an approximate 8% contribution from the State. Deductions may be authorized by faculty members for the Blue Cross-Blue Shield group medical plan and for the University's major-medical insurance program. Deductions may also be made for deposits in the Credit Union.

INSURANCE BENEFITS: The University has available the following insurance plans:

1. *Blue Cross-Blue Shield Group Medical Insurance:* The faculty member pays the full cost of this insurance; interested faculty should contact the Business Office if they wish this coverage.
2. *University Major-Medical and Term Insurance Plan:* This coverage, currently provided by the Protective Life Insurance Company, was initiated by a faculty committee. Eighty per cent of medical expenses up to \$10,000 are covered above Blue Cross-Blue Shield benefits. If the individual does not elect the

Blue Cross-Blue Shield protection, the major medical does not cover the first \$300 of an illness or injury but does cover eighty per cent of the costs above this deduction. The term insurance benefits vary from \$500 to \$8000 depending on the age of the faculty member. The University pays one-half the cost of this combination of major medical and term insurance coverage.

3. *TIAA Disability Insurance* is provided without cost to the individual after a one-year waiting period. Since the one-year waiting period is waived in the case of new faculty members who had similar coverage the previous year at institutions from which they transferred, it is to the advantage of such persons to so inform the business office at the time of employment.

Disability payments start three months after certification of disability. The insured is paid sixty percent of his salary up to \$1000 per month and 40% of his salary above this amount, subject to any reduction amount such as social security, retirement and the like for each month in which TIAA benefits are payable.

Additional information concerning the above plans may be obtained in the Business Office.

RETIREMENT: Under state law retirement is mandatory at age seventy. After age 65, the option for a faculty member to continue is with the University. The following retirement benefits are available:

1. *Teacher Retirement Act:* Members who have a minimum of ten years of credible teaching may retire at age 60 with no penalty under the provisions of the State Teachers Retirement Act. Benefits under this act can be approximated by first taking the average yearly salary of the highest five of the last ten years of teaching as the base. Now multiply the number of years teaching experience under the retirement system by 1.75 per cent. Multiply the base by this percentage to calculate the annual retirement payment.
2. *Social Security:* Information regarding social security benefits may be obtained from the local Social Security Office.
3. *TIAA and CREF Retirement Annuity:* At the option of the teacher, the University will match 5% of his or her salary for the purchase of TIAA and/or CREF annuity, after the teacher has been employed for a period of one academic year. New

employees who already own a TIAA and/or CREF annuity are eligible immediately. Ownership of TIAA and CREF retirement and survivor benefits are fully vested in the teacher. The TIAA annuity provides a guaranteed income, while CREF provides a variable annuity based on shares of ownership in a broadly diversified common stock fund.

PURCHASING: A handbook entitled *Purchasing Policies for Troy State University* is available in the offices of Departmental Chairmen. A few items of major concern are listed below:

1. *Textbooks:* Textbooks are selected on a departmental basis. Departmental Chairmen have copies of textbook request forms which must be signed by Departmental Chairmen before textbooks are ordered. The University Bookstore must be notified well in advance of the textbook needs for each course taught during a given quarter.
2. *Supplies, Equipment and Services:* The purchasing department of the Business Office has the responsibility for procuring all supplies, equipment, repair of equipment and other services used by the University. No member of the faculty or staff is authorized to commit the University on purchases. Faculty members may discuss various items with salesmen, but are cautioned not to lead them to believe their particular product will ultimately be purchased.

Requests for supplies, equipment, and services originate in departmental offices. Requisition forms (available in departmental offices) must be signed by the Department Chairman before submission to the Business Office. The University is required by State law to obtain competitive bids except in extraordinary circumstances.

SUPPLEMENTARY SUPPLIES: If supplementary supplies are needed for a course, the Bookstore should be advised of the need and arrangements should be made for students to make their purchases there.

CLERICAL AND OTHER ASSISTANTS:

1. *Secretarial:* All departments provide secretarial services for faculty members and most departments have trained secretaries on a full-day basis. When stenographic services of a special nature are needed the Departmental Chairman should be consulted.

2. *Student Assistants:* Most departments also employ student assistants who provide typing and other assistance to individual instructors on a regularly scheduled basis. These assistants should be assigned duties within their capabilities. Student assistants have no faculty status.

SOLICITATIONS AND SALES:

1. *Commercially or Civically Promoted:* The University attempts to protect the faculty and students from annoyances by salesmen and solicitors. Before such persons may take orders, sell tickets, or ask for contributions, they must obtain permission from the Office of the Comptroller.
2. *TSU Student Promoted:* All TSU student sales and promotions must be cleared first through The Office of Student Activities.
3. *Faculty Promoted:* Faculty members should not sell to nor take sales orders from students. Instructors (faculty) should be especially careful concerning the sale of outlines, workbooks, or other such student learning aids which they themselves have prepared. Before TSU students are required to purchase such items, the instructor, including branch instructors, should note that University policy does not permit any TSU employee(s) to receive royalty or profit from this type of required purchase by a TSU student, or from any arrangement which, in effect, constitutes such requirement.
4. *University Promoted:* The University publicizes several institutional drives for contributions to organizations such as the United Appeal and the Troy State University Foundation. While faculty participation is encouraged, it is strictly dependent on the wishes of each individual.

MAIL: Mail is delivered to departmental offices each day. Faculty members may rent individual post office boxes at the Campus Post Office located in Smith Hall.

An intra-campus hand mail system is operated through the Campus Post Office. Printed HAND-MAIL envelopes should be used for this service. Intra-campus mail service is limited to official University business; it cannot handle personal items such as social invitations or holiday cards.

NOTARY PUBLIC SERVICE: Notary Public Service is available in the Business Office during regular office hours.

PARKING: At present, parking space is available for each faculty member. As the Institution grows, it may be necessary to change to zoned parking. Requests for the assignment of parking space to new faculty members should be transmitted by Department Chairmen to the Physical Plant Department. A copy of this request is also to be sent to Campus Security. Insofar as possible, parking space is assigned near the building in which the faculty member has an office. All faculty and staff are required to register their vehicle(s) at the Security Office if such vehicle(s) is to be parked on campus. A \$3.00 annual registration fee is charged for each vehicle. A leaflet explaining parking and traffic regulations is distributed by the Campus Security Office.

CAMPUS SECURITY: Should the need for police arise, call the Director of Campus Security (Ext. 427) rather than the Troy City police.

UNIVERSITY PROPERTY:

1. Safety Regulations:

- a. *Fire:* Smoking is not permitted in the classroom; faculty members are expected to enforce this policy.
- b. *Loss or Theft:* In the event of loss or theft, a carefully written report is to be prepared and submitted immediately to the Director of Campus Security.

2. Moving of University Property: Transfer of University furniture, equipment and supplies must be authorized by the Business Office. This service is provided by the Physical Plant upon receipt of a Work Order Form obtained from departmental offices.

3. Building Keys and Authorization for Unscheduled Opening: Keys are obtained from and returned to department chairmen. Keys should never be loaned to students or unauthorized personnel. Janitors and maids have explicit orders to admit no one to university offices or storage areas. Department Chairmen or other persons assigned responsibilities for specific buildings are authorized to have their buildings open at times other than normally scheduled. Students who need to be in any building past the normal closing time must have written permission from the authorized person responsible for that building.

4. Maintenance and Repair:

- a. Normally, a request for maintenance or repair of university

property is reported through departmental offices; items requiring emergency treatment are to be reported direct to the Physical Plant Office.

- b. Inoperable audio-visual equipment on loan from the Educational Resources Center should be returned directly to the A/V Division of the Center for maintenance or repair.

TELEPHONE AND TELEGRAPH: A directory of University faculty, staff and students is published annually and distributed to all faculty members. When University business involves long distance calls or telegrams, the call should be placed with the University operator and she should be informed as to its nature. For calls within the State the WATS line should be used except in extreme emergencies. Calls should be held to the minimum possible time as there is often a waiting list for WATS service.

PART 5

Meetings and Other Sources of Information

University and departmental faculty meetings are scheduled each fall prior to the registration period. The dates of these meetings are listed in the University Bulletin.

NEW FACULTY ORIENTATION: Additional meetings are scheduled for new faculty members. These meetings serve to orient the faculty to the institution, their associates, and the students.

DEPARTMENTAL MEETINGS: It is expected that departments meet on a regular basis to discuss matters of general interest and to formulate and implement plans for increasing departmental effectiveness. Full-time faculty members are granted voting privileges in all departmental meetings. Recommendations that affect the academic community are transmitted through the Dean to the Academic Council or the Departmental Curriculum Committee for action.

GENERAL FACULTY MEETINGS: Throughout the year, general faculty meetings are called to up-date the faculty on new developments and to discuss and act on matters affecting the total instructional program. Meetings are called and chaired by the Academic Vice-President. University policy gives voting privileges to all full-time faculty members.

OTHER SOURCES OF INFORMATION: The office of the Academic Vice-President issues a weekly newsletter, *The Iliad*. This information sheet contains both student and faculty activities, general announcements, and a calendar of events. The weekly student newspaper, *The Tropolitan*, is available to all faculty members. The local Troy newspaper, *The Daily Messenger*, presents a daily review of University activities.

Academic Procedures

The University Catalog describes the admission policies of the institution, the various programs offered by the University, retention policies, the grading system, requirements for graduation and other requirements of students, student residence and other data relating to student affairs. The faculty is expected to study this catalog and be reasonably familiar with its contents.

DAILY OPERATION SCHEDULE: The University operates on a nine-period-day beginning at 7:30 and ending at 5:30. Regular academic year class periods are 50 minutes in length, with a 10 minute period for changing classes. Three hour classes meet on a scattered pattern set up by the Faculty Schedule Committee. In so far as possible, double laboratory periods are scheduled so as not to conflict with the regular 3 credit hour class periods.

CLASS SIZE: Classes vary considerably in size as does the faculty-student ratio for individual instructors. Every attempt is made to adjust class size to varying methods of teaching. Lecture sections in certain areas may run over one hundred in enrollment. Advanced classes of a specialized nature may contain only a few students. The University reserves the right to cancel any class with an enrollment of less than ten.

CLASS DISMISSAL OR CANCELLATION: Except in emergencies, classes should not be canceled unless an absence-from-duty form has been submitted to the Department Chairman three days prior to the cancellation. This form must have the signed approval of the Department Head and the Dean. When classes are dismissed on an emergency basis, it is expected that the Department Chairman will be notified as soon as possible.

CLASSROOM MANAGEMENT:

- I. **GENERAL:** Instructors are expected to begin and end all classes promptly at the time scheduled. They are responsible for

effective discipline within the classroom and are expected to see that reasonable protection is given to institutional property. They are responsible for maintaining high standards of instructional integrity. Cases of cheating and dishonesty may be referred to the Student Affairs Committee for action after consultation with the Department Chairman.

2. **ASSIGNMENTS:** The University has no rigid pattern regarding classroom assignments. The generally accepted policy is that regular, definite assignments be made, and that students meet assigned classes.

3. **STUDENT ABSENCES:**

- a. *For Institutional Activities:* It is University policy to allow students who miss class for institution-sponsored activities to make up the work missed. In the case of field trips and excursions, the instructor should prepare an alphabetical list of participants on a form which is signed by the Instructor and approved by the Department Head, the Dean, and the Academic Vice-President. Copies should be furnished all teachers *three days in advance* of the scheduled trip.
- b. *For Personal Reasons:* Instructors are expected to use reasonable judgment regarding the make up of classes missed due to personal reasons.

4. **TESTS AND EXAMINATIONS:** Except for departmental examinations given in certain classes, individual instructors are responsible for the preparation and administration of tests and examinations. Instructors are expected to follow all necessary procedures to insure test security. Students should never be expected to type or act as messengers for test materials.

5. **TEST DUPLICATION:** The University has a highly efficient quick-copy service which is available to all teachers. This service is provided by the Educational Resources Center located in Wallace Hall.

6. **EVALUATION AND GRADING:**

- a. *Grading System:* Faculty committees have established a five-point grading system. All grades are recorded on a "letter basis" with no "plusses" or "minuses" as follows:

LETTER	VALUE	QUALITY PTS. PER HR.	CREDIT
A	Excellent	3	Yes
B	Above Average	2	Yes
C	Average	1	Yes
D	Below Average	0	Yes
F	Failure	0	No
I	Incomplete	0	No

- b. *Incomplete Grades:* An incomplete grade should be used only when work has not been completed which, if completed, would give the student a passing grade. An "I" (Incomplete) should never be used in lieu of an "F" (Failure).

Students given an "I" have an opportunity to make up work missed up to the end of the sixth week of the next following quarter they are registered. Instructors, in turn, are expected to report the make up grade by the end of the ninth week of the quarter. Forms for grade changes (from "I") are available in the Registrar's Office.

- c. *Grade Calculation:* Instructors should calculate grades carefully. In the event a mechanical or computation error results in the assignment of an incorrect grade the change may be made on a form secured from the Registrar's Office. This form provides space for a clear explanation of the cause of the error and requires the approval of the Department Head, the Academic Dean, and the Academic Vice-President. In order to secure approval of a grade change for a student under suspension or scholastic warning, the Instructor must secure the approval of the Department Head and Academic Dean and then arrange a conference with the Academic Vice-President to explain why the change is requested.

7. **SYLLABI:** Where there are several sections of a course, a committee of departmental staff members usually prepares the syllabus. While it is not the policy of the University to require rigid adherence to departmental syllabi, they do provide the guide for instruction. Any marked deviation from syllabi patterns should be planned only with the approval of the Department Head.

When a course is taught by a single instructor in his field of specialization, he is expected to prepare his own syllabus and submit it to his Department Head. When new syllabi are developed and approved, a file copy should be sent to the Office of the Academic Vice-President.

SPECIAL REPORTS: The University attempts to keep the number of faculty reports to a reasonable minimum. At the end of the registration period, each teacher is expected to furnish his Department Chairman a report on the number of students registered for each course. This data is consolidated into a single Registration Report which is submitted by Department Chairmen to the Academic Vice-President at the close of each registration period.

FACULTY OFFICE HOURS: Faculty members are expected to set aside definite office hours each day and to make this schedule known to students in their classes. Office hours are submitted to the Academic Vice-President each quarter on teaching schedule forms so his office can know at what specific times faculty members can be contacted.

TEACHING AND OFFICE FACILITIES: The University Office and Space Assignment Committee sets general policies with respect to the assignment of teaching and office facilities. The actual assignment of classrooms and offices is a cooperative effort of the Department Chairmen, the Dean, and the Academic Vice-President. A chart of all assignments is kept in the Vice-Presidents' Office. Faculty members with special problems relating to classroom usage should consult with their Department Chairman prior to the release of the course schedules.

Office space is still at a premium and many offices are assigned on a shared basis. Rooms are available on the campus for conferences of a confidential nature.

OPPORTUNITIES FOR RESEARCH: While Troy State University is still primarily a teaching rather than research oriented institution, faculty research is encouraged. Faculty members with suitable research proposals may secure some released time for such activities. Proposals should be submitted to Departmental Chairmen, the Academic Dean, and to the Academic Vice-President.

PART 7

Special Aids to Teaching and Research

THE LIBRARY AND EDUCATIONAL RESOURCES CENTER: The Library and Educational Resources Center is housed in the Lurleen B. Wallace Hall. The following is a partial summary of its services to faculty and students:

PUBLIC CATALOG: The public catalog is a union catalog of both book and non-book materials. Different types of materials are indicated by color bands at the top of catalog cards and by an appropriate word or abbreviation above the call number. Arrangement is in two separate alphabetical divisions (1) an author-title-person catalog and (2) a subject catalog.

BIBLIOGRAPHIC AREA: The collection of subject, national and trade bibliography includes recent and retrospective guides to the literature of all subject fields, standard bibliographies, and abstracts of dissertations and theses. Bibliographies of audio-visual materials are located on the second floor level.

GENERAL BOOK COLLECTION: Books are shelved in open stacks where students and faculty are free to browse as they desire. Although the regular loan period is fourteen days, the faculty may charge books for one quarter with specific titles subject to recall following the regular two-week period. Cooperation is requested in returning titles not in use. Book charging and checking procedures are the same as for other patrons with the exception that the faculty is exempt from overdue fines.

REFERENCE BOOKS AND SPECIAL COLLECTIONS: Heavily used sources of information and specialized indexes are arranged conveniently. An up-to-date collection of directories, yearbooks, encyclopedias, dictionaries, handbooks, manuals, indexes and specialized subscription services are available near the information desk. Reference books do not circulate.

An increasing number of special collections include telephone directories, college and university catalogs, U.S. Government documents, career materials, sample textbooks, encyclopedias, and others.

When material not available in the library is needed for research, it can be borrowed or xeroopies secured from other libraries through standard interlibrary loan procedures.

PERIODICALS AND NEWSPAPERS: The library receives more than one thousand periodicals and some thirty newspapers. Latest issues are restricted to use within the building. While older periodicals do not generally circulate, special short loans may be arranged. Please keep in mind that photo or micro copies can save much time and effort in the use of periodicals.

RESERVE MATERIALS: Reserve request forms should be secured from the library department concerned. *To avoid delay in service, requests for book and A-V materials should be filed prior to the beginning of the quarter.* Late requests usually result in serious delay in retrieving materials desired. In such cases a minimum of one full week's notice should be given the Library before mentioning the material to classes. With regard to periodical articles, photocopies will be placed on reserve in lieu of the original article. Two or three days notice is usually sufficient.

Reserve services provided by the A-V Department also include (1) use of multipurpose laboratory facilities for listening and viewing, and (2) aid for teachers in making instructional tapes to be placed in reserve.

It is important to keep in mind that, in general, a reserve list should contain only those items in which students have a definite assignment for which an account must be given during a particular quarter.

ACQUISITIONS: All faculty members are urged to assist in the selection of books and other materials which will contribute toward well-balanced collections. Request forms are available in the Acquisitions Department, and excellent aids for selection and ordering are in the bibliographic area. Faculty members are notified when requested materials are ready for use.

PHOTOCOPY AND MICROCOPY SERVICE: Photo-micro copying services are available at all times the Center is open.

These services are extensive and are designed to meet almost any need which does not conflict with the copyright law. Coin-operated photo-copy service is available for personal use.

AUDIO-VISUAL MATERIALS, EQUIPMENT, AND SERVICES:

Films (16mm and 8mm) filmstrips, slides, transparencies, tapes, discs, kits, other A-V items, and corresponding equipment are available in the Audio-Visual Department. Equipment includes all types of projectors, tape recorders, record players, cameras, P.A. systems, etc. These are circulated to faculty, student teachers, and responsible persons connected with university-related organizations.

Some services include rental of films not owned by the library; complete classroom projection services; multipurpose audio-video taping and dubbing in accordance with the copyright laws; maintenance of all A-V equipment, and others.

VIDEO TAPE SERVICES: The new Educational Resources Center building is designed to accommodate a complete closed circuit television center and system for campus-wide distribution. The Center furnishes operators responsible for T.V. operation, care, handling, return, and the like. It also furnishes any special or unusual assistance and/or technical skills along with the necessary print/nonprint materials, visuals and related equipment. Because television is a complex service, its utilization must be approved and scheduled well in advance of actual production. Presently, arrangements for TV utilization are to be made through the Audio-Visual Department.

PRINTING AND GRAPHICS SERVICES:

1. *General:* Printing and graphics personnel are available to assist in planning, preparing, editing, illustrating, printing and binding as desired by the University faculty and staff. These services include campus wide printing of tests, study guides, curricular materials, textbooks, workbooks, manuals, committee reports, branch materials, class schedules, syllabi, research papers, monographs, journals, books or almost any other type of visual material.
2. *Quick Copy Service:* A Quick Copy Service accommodates short-run materials. All materials to be duplicated in this manner should be typed, written or drawn on a sheet of plain white paper 8½"x11" in size. *Black ink and clean typing keys* are essential for good copy.

TSU PRESS: The TSU Press is a division of the Educational Resources Center. Its purpose is to promote, design and publish quality materials and manuscripts. Its purpose is to aid in developing the University as a recognized center of learning and research.

Among many other items, the TSU Press publishes *TSU Writings and Research*, a scholarly series, and *EPOS* a creative journal which includes both student and faculty contributions.

HOURS OF SERVICE: During the fall, winter and spring quarters, the Center is open Monday through Thursday, 7:15 a.m. to 10:00 p.m., Friday 7:15 a.m. to 5:00 p.m., Saturday 8:00 a.m. to 12:00 noon, and Sunday 2:00 p.m. to 10:00 p.m. During the summer session, the library opens 10 minutes before the first class begins, Monday through Friday. The library is closed during all vacations. Changes from the regular schedule are posted in advance.

PART 8

Student Affairs Services

COUNSELING SERVICES: University Counseling meets the personal, academic and vocational needs of Troy State University students. The counseling program includes individual, group, pre-college counseling, testing, coordinating the University free tutoring program and academic advising. This office supervises the following standardized tests: GRE, NTE, LSAT, MAT, GED and ACT. Vocational career information (including catalogs from other colleges) is made available by this office. Consultations with faculty members are encouraged and referrals for counseling, testing, or tutoring are invited.

FINANCIAL AID TO STUDENTS: This office receives all inquiries for financial assistance, and administers all student financial aid programs including: The National Defense Student Loan, Educational Opportunity Grant, Nursing Scholarships and Nursing Student Loan Program, Law Enforcement Education Program, Workstudy (Federal), Workship (College), and all scholarship programs.

HEALTH SERVICES: The Mary E. Rich Health Center maintains a registered nurse on duty at all times. Persons receiving injuries on the campus should be referred to the Health Center; even minor accidents should receive attention.

University students who are ill will be excused from class only if they are hospitalized in the Health Center or are under the direct supervision of their personal physician. Such an excuse must be approved by the Director of the University Health Services.

HOUSING AND CONFERENCE SERVICES: This Office provides residence information for campus visitors; assistance with conference and workshop schedules and meeting spaces; information concerning rooms and apartments available off-campus, and scheduling and monthly distribution of the University master calendar.

PLACEMENT SERVICES: This office keeps records of Troy graduates and handles matters relating to their employment. Faculty members are frequently asked to cooperate with this office in providing information needed for recommending students to specific positions. The office requests prompt return of all recommendation forms.

RESIDENCE HALLS: The University maintains three residence halls for men and five for women. In addition, there are four dining halls. Guest rooms are available on a limited basis.

SOCIAL ACTIVITIES: The University recognizes the contribution of social activities to the educational development of college age youth. Accordingly, a full and varied program of social activities is maintained throughout the year. While these activities are largely the responsibility of the Student Government Association, teaching faculty also participate in the planning and promotion of many social events.

Faculty members are expected to accept a fair share of assignments as chaperones for student affairs. These assignments usually come from the student organization sponsoring the activity. The rules and regulations set up by the Student Affairs Committee should be read by chaperones so that duties may be effected properly.

STUDENT AFFAIRS DIVISION RESEARCH: The purpose of this activity is to study the nature of the student population to insure practices and procedures effective in helping them reach their goals, and to help the staff understand how the services can be improved.

STUDENT ORGANIZATIONS AND ACTIVITIES: The Student Government Association is a valuable agency in the promotion of student and faculty morale. The various student organizations, whose representatives form the governing body, are highly valued adjuncts of the University. This association and other student organizations can and should be a vital part of general education and campus life. Faculty members may be asked to accept an assignment as sponsor of one of these student organizations on the campus.

A current list of student organizations may be obtained in the Office of Student Activities.

PUBLICATIONS: Troy State University has three official publications for students as follows:

1. *The TROPOLITAN:* The Troy State University newspaper is a first-class weekly publication and receives yearly rating by the Associated Collegiate Press.

2. *The PALLADIUM* is the University yearbook. It is a pictorial record of students' activities during their college days. Represented in each edition are sports, Who's Who, social activities, campus scenes, and class (individual) pictures.
3. *The ORACLE*: The student handbook contains descriptions of the various student organizations, the Constitution of the S.G.A., the rules and regulations of the Student Affairs Committee and other information which faculty members as sponsors may need. It is published annually and distributed to all students at the beginning of each school year.

STUDENT UNION: The Student Union contains the Bookstore, the Post Office, and the Snack Bar. The Faculty Lounge is located on the second floor.

PART 9

Institutional Services

CULTURAL AND RECREATIONAL ACTIVITIES: A full and varied program of social activities is carried on throughout the year. The faculty participates in the planning and promotion of many of these events. A lyceum program annually brings to the campus outstanding personalities and groups. The faculty is invited to these programs free of charge. A number of outstanding student productions are put on each year by the Opera Workshop, the Playmakers, and other groups.

A great variety of recreational activities is available on the University campus and in the immediate area. Faculty members have free access to the University nine-hole golf course, the swimming pool, tennis courts, handball courts, and facilities of the hard surface play area. The Gulf Coast is within a two-and-one-half hour drive from the campus. The historical and recreational resources of Montgomery, the State's capital, are located less than an hour's drive from Troy. Spectator sports in all major areas are provided free of charge by the University intercollegiate teams, while admission to football and basketball games is available to the faculty at reduced rates.

FINANCIAL ASSISTANCE AVAILABLE TO FACULTY: With the help of several grants, the University has been able to provide a number of stipends for faculty members for graduate study. This policy will be continued to the limits of resources available in the future.

FOOD SERVICES: Cafeteria service is available to faculty members at three locations on the campus. Costs are moderate.

HOUSING: Campus housing facilities are very limited. Off-campus housing is available in a variety of forms and costs. One and two

bedroom apartments are usually available. A number of rental houses are available but inquiry well in advance is advised.

LOST AND FOUND: Lost and found articles are handled in the Dean of Students' offices, Bibb Graves 113, and in the Student Activities Office, Smith 215.

PART 10

Faculty Privileges and Responsibilities

ACADEMIC FREEDOM AND RESPONSIBILITY: Troy State University subscribes to the concept that sound education is based on the freedom of each faculty member to teach the truth as he sees it. He should be free to search for truth through scholarly inquiry without undue restrictions and should be allowed to speak and publish his conclusions based upon such inquiry free from institutional restraint.

The faculty member, in turn, should maintain competence in his area of specialization and should evidence such competence in the classroom and in his publications. He should maintain a high level of personal and professional integrity and should strive for accuracy, impartiality and restraint in performing his academic duties. In dealing with controversial issues, he should introduce material in a judicious manner and only as it relates to the subject field under discussion. When acting as a private citizen he should avoid creating the impression that he speaks or writes for the University.

The University administrators invite each faculty member to meet and freely exchange ideas with them. The faculty member, if critical of any facet of University operations, should attempt to make constructive suggestions through proper line channels to those concerned.

LOYALTY: The University expects the teacher to be loyal to the institution, to its ideals, and to his colleagues. He should be willing to participate effectively in institutional self-studies and other efforts to raise standards. He should accept assignments to and participate actively in the work of faculty committees.

PROFESSIONAL ORGANIZATIONS AND LEARNED SOCIETIES: Faculty members are encouraged to participate in organizations which make contributions to their profession. The University has institutional membership in a number of professional organizations and administrators and faculty members represent the institution at their annual meetings. The University does not pay dues for individual

faculty members to professional societies, but does recognize faculty who assume leadership roles in these organizations through travel funds, etc., referred to previously.

ACADEMIC FUNCTIONS: The faculty is expected to attend faculty and departmental meetings and to participate in graduation ceremonies. Each faculty member is expected to provide his own regalia at graduation ceremonies. If not owned by the individual, cap, gown and hood may be ordered through the college Bookstore.

OUTSIDE ACTIVITIES: The college does not attempt to restrict the activities of staff members outside the University, unless such activities clearly conflict or interfere with their functions as teachers or reflect discredit to the institution. When the staff member participates in outside activities, especially those of a controversial nature, he should exercise care in making known his opinions as a private citizen as opposed to those in which he may be identified as a representative of the University.

VISITING SPEAKERS: Outside speakers brought to the campus (for talks which may be identified as institutionally sponsored) should be approved in writing by the administration of the University.

In the interest of orderly administration and to insure effective public relations adequate preparation and reservation of facilities as well as proper maintenance of the campus, the following procedures regarding invitations to and the appearance of outside speakers have been established by the University:

1. An outside speaker (one who is not a registered member of the student body faculty or staff of this University) may be invited to speak on campus only by University faculty members or recognized student, faculty or staff organizations.
2. The faculty members or officers of such an organization sponsoring an outside speaker shall assume full responsibility for making the necessary arrangements, including the payment of expenses.
3. Prior to extending an invitation to an outside speaker for a campus event, the organization shall submit a written request to the Committee on Speaker Review. Such request shall be submitted (well in advance of the actual engagement) on the form available in the Office of the Dean of Student Affairs and shall be completed to furnish all information required thereon.

The above summarizes the University Visiting Speaker Policy. Other policies concerning notices, printed material pertaining to the speaker and speaker prohibitions are found in *The Oracle*, the student handbook. Faculty members are expected to comply with all regulations concerning outside speakers.

PART II

Non-obligatory Services and Opportunities

CREDIT UNION: The Pike Teachers Credit Union offers membership to the faculty and staff of the University. Both loan and investment plans are available through this organization.

FACULTY WIVES CLUB The wives of faculty members have an active organization which meets once each month. These meetings are primarily of a social nature.

RELIGIOUS OPPORTUNITIES: Regular religious services are not conducted on the campus. Faculty members are welcomed at the many churches of the community. The University has a department of philosophy and religious studies in which a number of courses are taught. Several religious groups hold discussions on the campus.

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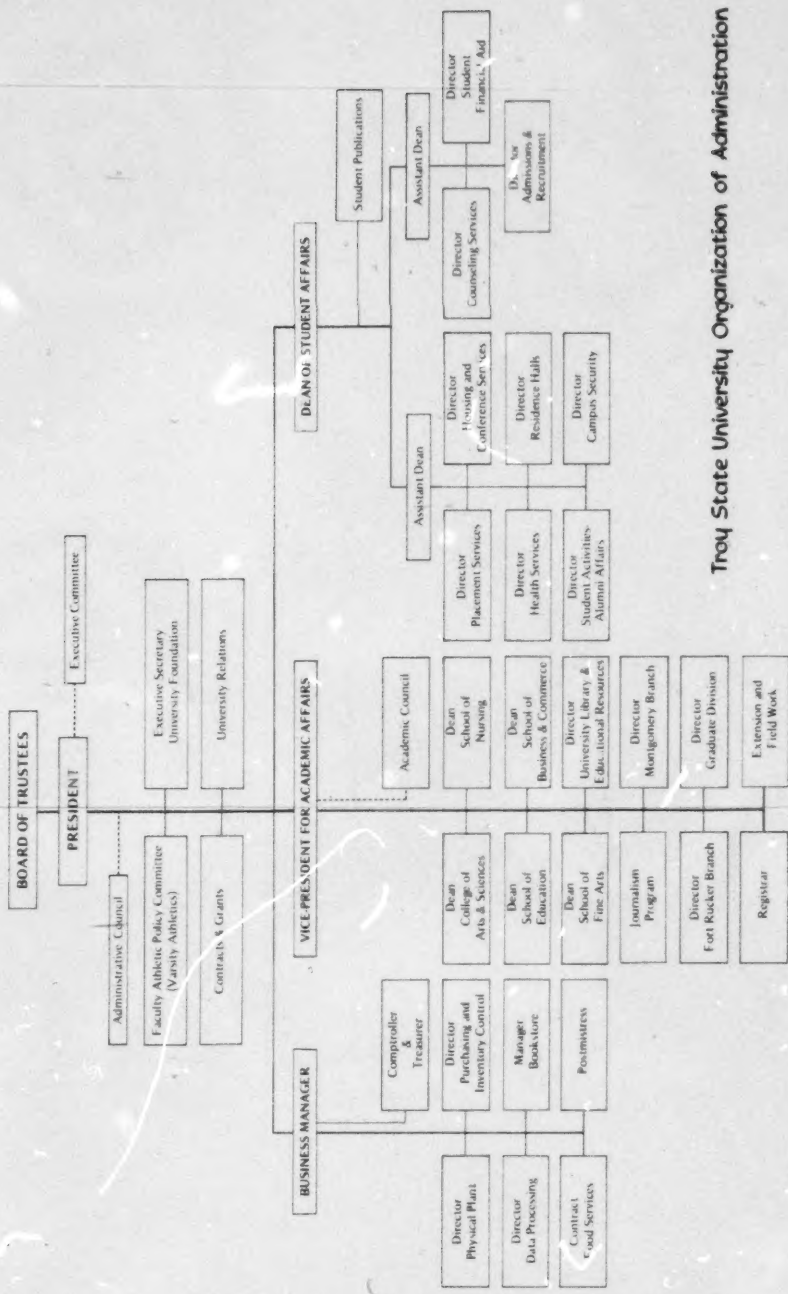
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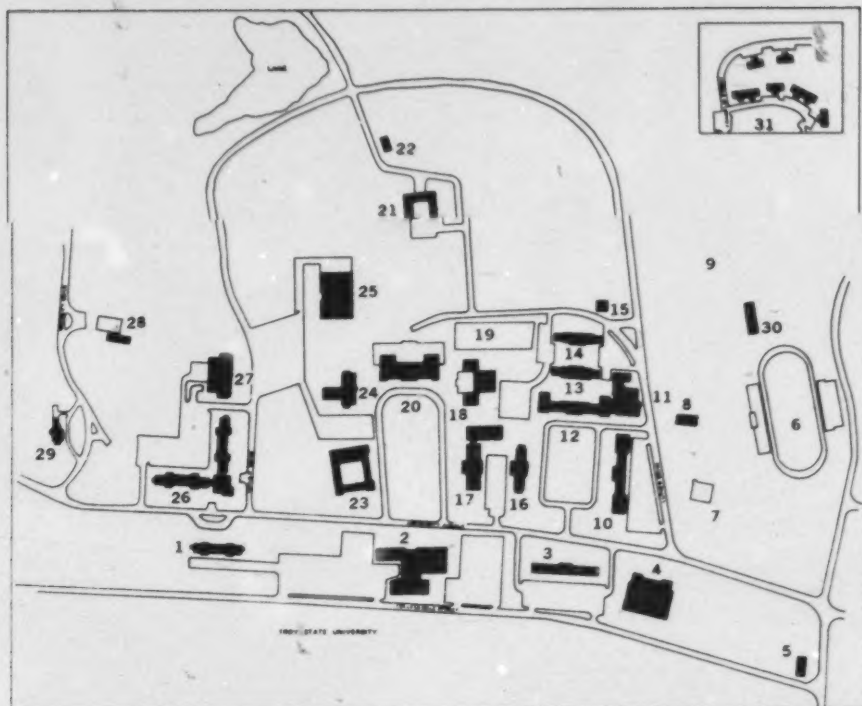
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Troy State University Organization of Administration

CAMPUS MAP



MAP KEY

- | | | | |
|----|---|----|-----------------------------------|
| 1 | Clements Hall (Women's Residence) | 16 | Cowart Hall (Women's Residence) |
| 2 | Smith Hall (Student Center, Auditorium) | 17 | McCall Hall (Classrooms) |
| 3 | Dill Hall (Men's Residence) | 18 | Wright Hall (Classrooms) |
| 4 | Sartain Hall (Gymnasium) | 19 | Tennis Courts |
| 5 | Weight Lifting Room | 20 | Bibb Graves Hall (Administration) |
| 6 | Memorial Stadium | 21 | Physical Plant |
| 7 | Baseball Field | 22 | Radio Station |
| 8 | Golf House | 23 | Kilby Hall (Classrooms) |
| 9 | Golf Course | 24 | McCartha Hall (Classrooms) |
| 10 | Pace Hall (Women's Residence) | 25 | Wallace Hall (Library) |
| 11 | Eldridge Hall (Dining) | 26 | Alumni Hall (Men's Residence) |
| 12 | Shackelford Hall (Women's Residence) | 27 | Stewart Hall (Dining) |
| 13 | Gardner Hall (Women's Residence) | 28 | Swimming Pool |
| 14 | Hamil Hall (Women's Residence) | 29 | President's Home |
| 15 | Heating Plant | 30 | Athletic Building |
| | | 31 | Married Student Housing |